



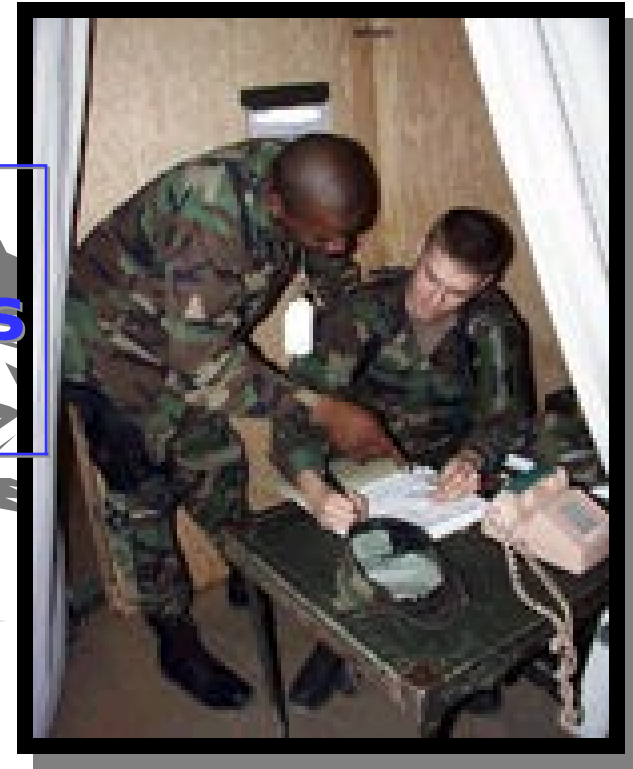
ADJUTANT GENERAL'S CORPS



CMF 42

MOS 42A - Human Resources

MOS 42L - Administration



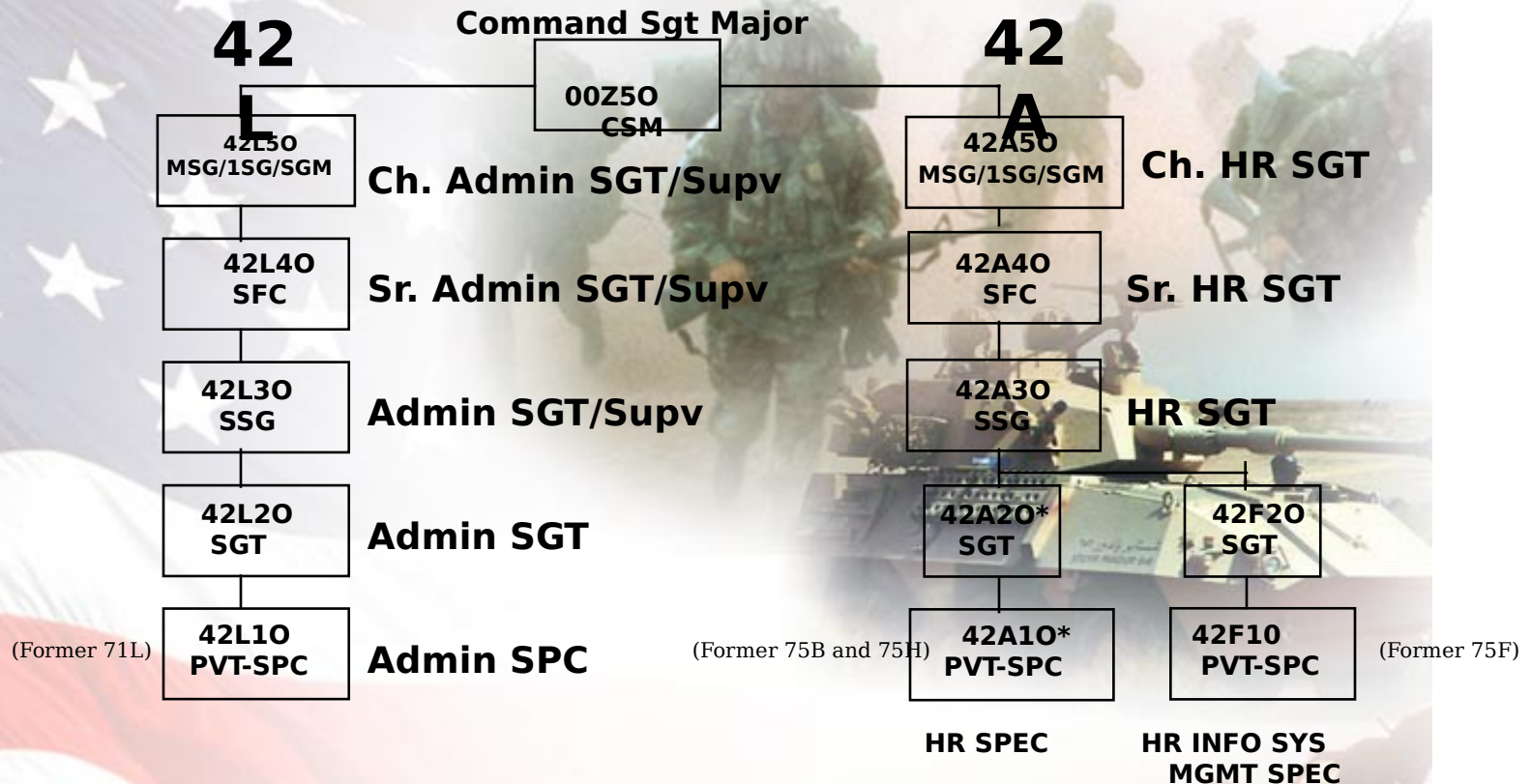
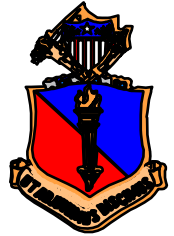
**2005 CSM/SGM/USASMA Selection Board
Proponent Information Packet**





ADJUTANT GENERAL'S CORPS

CMF 42 Career Pattern



CAREER PATTERN: Human Resources Information Systems Management Specialist (42F) merges at Staff Sergeant and converts to 42A, Human Resources Specialist.

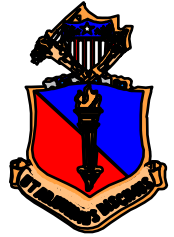
On Point for the Nation . . . Persuasive in Peace, Invincible in War





ADJUTANT GENERAL'S CORPS

CMF 42



Mission/Characteristics

42A

The mission of Human Resources Specialist (MOS 42A) is to supervise and execute the Military Personnel Support System (MILPER system) that supports Battalions, Brigades, Divisions, Corps, Installations, MACOMs, HQDA, and DOD Agencies, including non-standard organizations *.

42L

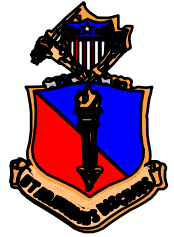
The mission of Administrative Sergeants (MOS 42L) is to supervise, execute, and standardize administrative support in commands, staff elements, and agencies at all levels of command throughout DA and DOD, including non-standard organizations*.

*Non-standard organizations within the MILPER system include, but are not limited to, MACOMs, service schools, special operations groups, and other tactical and non-tactical major command headquarters.





ADJUTANT GENERAL'S CORPS



MOS 42A - Description

MOS 42A performs and supervises Human Resources Support at Battalion, Brigade, Division, Installation, Corps, Theater, HQDA, DOD, or Joint level. Major responsibilities of Personnel Services NCOs include:

- **Personnel Readiness Management**
- **Personnel Accounting and Strength Reporting**
- **Casualty Operations Management**
- **Replacement and Reception Operations**
- **Personnel Information Management**
- **Morale, Welfare, and Recreation and Community Support**
- **Essential Personnel Services (Functions)**



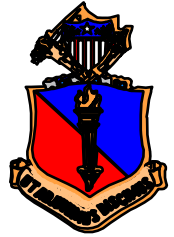
Chief/Senior, Human Resources Sergeant-42A5

Supervises the functions and activities of personnel service support; personnel readiness, personnel information, personnel accounting and strength reporting, replacement and casualty operations management. Manages the functions of Human Resources Specialist (42A) and HR Information Systems Management Specialist (42F).





ADJUTANT GENERAL'S CORPS



MOS 42A - Career Enhancing Assignments

MOST CHALLENGING ASSIGNMENTS (MSG/15B):

- First Sergeant
- Assistant Commandant, NCOA
- G1 Senior Human Resources Sergeant
- Series Chief, Army Service School
- Strength Management NCO - Division Corps
- AC/RC Advisor (Title XI)

CHALLENGING ASSIGNMENTS (MSG):

- Equal Opportunity Advisor
- Inspector General NCO
- Manpower/Force Development NCO (ASI A3)
- Human Resources Sergeant at MACOM/DOD/Joint Staff
- Section/Division/Dept NCOIC (AG Related Functions)
- Senior Professional Development NCO/Advisor
- Operations Sergeant

PROMOTION ENHANCING ASSIGNMENTS AT PREVIOUS GRADES:

- Detachment Sergeant
- Drill Sergeant
- Recruiter
- S1 Human Resources Sergeant (PAC Supervisor)
- Instructor - Army Service School
- Small Group Leader - NCO Academy
- Observer/Controller JRTC/NTC
- Writer/Developer - Army Service School

PROMOTION ENHANCING ASSIGNMENTS AT PREVIOUS GRADES: (CONT)

- Career Mgmt NCO/Professional Development NCO

PROMOTION ENHANCING TRAINING - 42A:

- Manpower and Force Development (ASI A3)
- Battle Staff Course (ASI 2S)
- Postal Supervisor/Operations Course (ASI F4/F5)
- First Sergeant Course (SQI M)

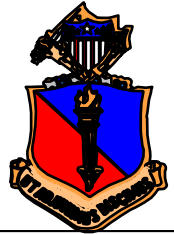
QUICK REFERENCE CHART

| | |
|-------------|----------------------|
| ASI | A3, 2S, F4/F5 |
| SQI | M |
| TDA | 71.5% |
| TOE | 28.5% |
| INST | N/A |
| DS | N/A |
| RECR | N/A |



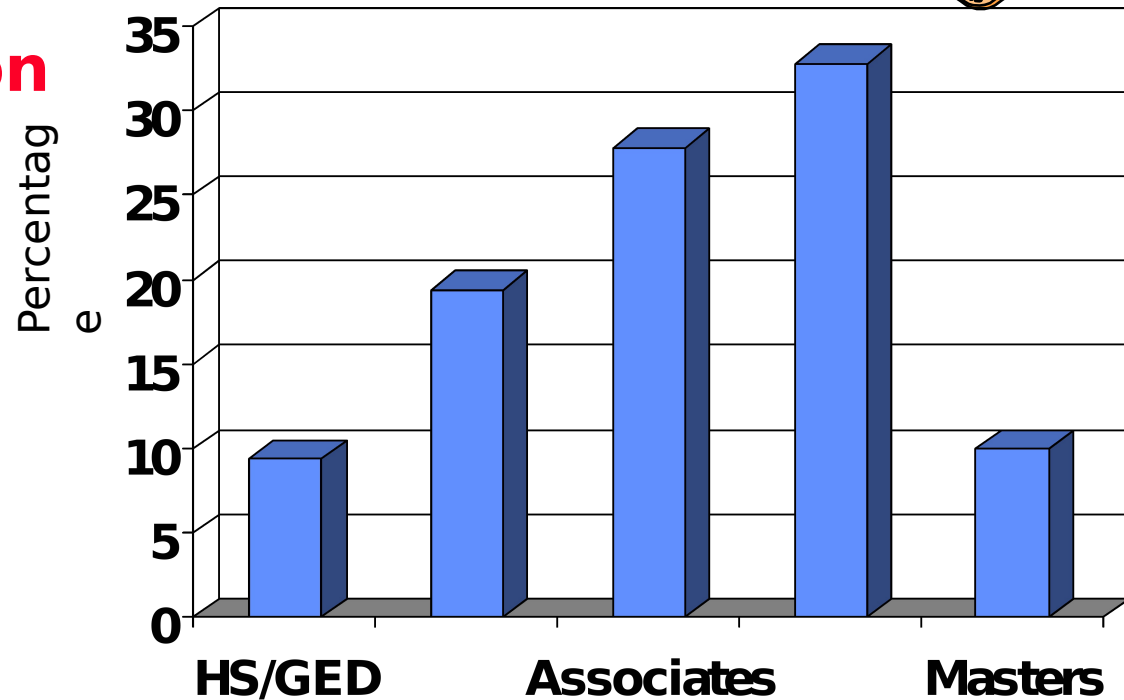


ADJUTANT GENERAL'S CORPS



MOS 42A - Education

- USASMA
- ANCOC
- Manpower and Force Development (ASI A3)
- Battle Staff Course (ASI 2S)
- Postal Supervisor Course (ASI F4)
- First Sergeant Course (SQI M)



Civilian education by itself does not determine promotion potential, however it is a good indicator of an NCO's desire to excel and professionally develop themselves as leaders. When reviewing civilian education attention should also be given to the demands of the job that NCOs have held.

The Career Development Model recommends AA/AS by the 10th year of service and a BA/BS by the 16th year of service.

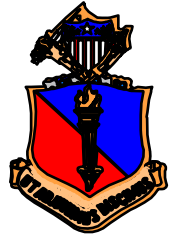
Current civilian education levels for Skill Level 5

- 10.0% Master's Degree
- 32.8% Bachelor's Degree
- 19.4% 2 years(60 hours) of college
- 27.8% Associates Degree
- 9.4% HS diploma or equivalent
- 0.6% non HS grad





ADJUTANT GENERAL'S CORPS



MOS 42A - Unique Characteristics

- ✓ **PROFICIENCY IN FEEDER MOSs:** NCOs in this MOS must be technically proficient in both feeder MOS tasks (42A and 42F) to properly perform their duties.
- ✓ **TOE VS. TDA ASSIGNMENTS:** Authorizations at SSG and SFC are approximately 50% in TOE and 50% in TDA. At MSG 71.5% of positions are in the TDA. NCOs should have a variety of assignments in TDA and TOE.
- ✓ **SPECIAL DUTY POSITIONS:** Drill Sergeant, Recruiter, EO Advisor, AC/RC and Instructor positions are limited in MOS 42A. Many qualified 42As may not serve in special duty positions because of the limited authorizations.

| | DRILL SGT AUTHS | RECRUITER AUTHS | INSTRUCTOR AUTHS | EOA AUTHS | 1SG AUTHS |
|-----|--------------------|--------------------|---------------------|--------------|--------------|
| SSG | 57 (4.0%) | 121 (8.5%) | 16 (1.1%) | NA | NA |
| SFC | 28 (1.9%) | 0 (0.0%) | 11 (0.7%) | 43 (2.8%) | NA |
| MSG | NA | NA | NA | 8 (3.0%) | 59 (22%) |

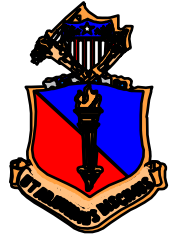
(x.x%) = Percent of authorizations for that grade based on total authorizations





ADJUTANT GENERAL'S CORPS

Typical Career Patterns - MOS 42A



This slide does not prioritize jobs based on difficulty, challenges, or risk. This slide is provided to give an overall picture of typical jobs held by soldiers in this MOS at all ranks.



LEADERSHIP

Course Director, AIT
Detachment Sergeant
Instructor, Svc School
Platoon Sergeant
SGL, NCOA
Sr Drill Sergeant

STAFF

BN/BDE HR SGT (S1)
Branch/Section NCOIC
Division/Corps G1 Ofc
Operations Sergeant
HR Sergeant (MACOM,
DOD, JOINT)

Strength Mgmt NCO

SPECIAL

AC/RC Advisor
Career Mgmt NCO/Advisor
Combat Dev. NCO
EO Advisor
Inspector General
Manpower Dev NCO(A3)
OC - JRTC/NTC
HR Assistance &
Inspection Team NCO
Professional Dev. NCO
Recruiter (detailed)
Writer/Developer

LEADERSHIP

Asst CMDT, NCOA
First Sergeant
Series Tng Chief, AIT

STAFF

Branch/Division NCOIC
Division/Corps G1 Ofc
Operations Sergeant
Strength Mgmt NCO

SPECIAL

AC/RC Advisor
EO Advisor
Inspector General
Manpower/Force Dev. (A3)
HR Assistance &
Inspection Team NCOIC
Sr. Professional Dev. NCOIG SGM

LEADERSHIP

HRC CSM
SSI CSM
AG School CSM
NCOA CMDT
Garrison/ASG CSM
BN CSM

STAFF

Army G1 SGM
TAGD SGM
EPMD SGM
G1/AG SGM
HRC, Branch SGM
OPNS SGM

SPECIAL

EO SGM
NCOIG SGM



STAFF

G1 Section
HR Sp
PSB/MPD
S1 Section
SPECIAL
CPL Recruiter

LEADERSHIP

STAFF

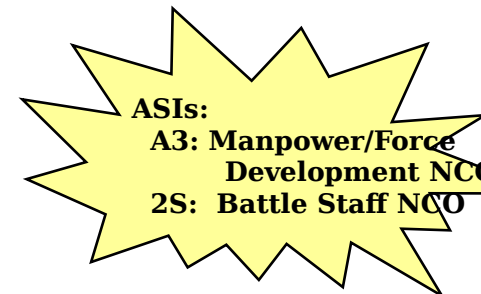
SQD/TM Ldr
G1 Section
HR Sp
Section Ldr
S1 Section
SPECIAL
Recruiter

LEADERSHIP

Drill Sergeant
Instructor
SGL, NCOA
Squad Leader
STAFF
Asst HR Sgt
Section Supv
S1 Section
G1 Section
Pers Detachment

SPECIAL

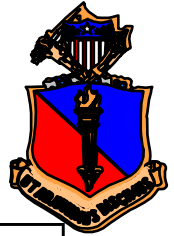
Recruiter (detailed)
Writer/Dev



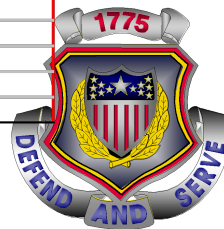


ADJUTANT GENERAL'S CORPS

MOS 42A - Career Progression

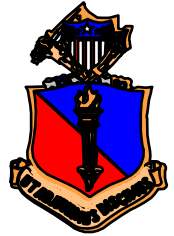


| RANK | PVT/SP4 | SGT | SSG | SFC | MSG/1SG | SGM/CSM |
|--|--|------------------------------------|------------------------------------|--|------------------------------------|-------------------|
| Skill Level | SL 1 | SL 2 | SL 3 | SL 4 | SL 5 | SL 5 |
| RECOMMENDED DUTY ASSIGNMENTS | ASST TEAM LEADER | TEAM LEADER | ASST SECT NCOIC | AC/RC ADVISOR | AC/RC ADVISOR | HRC CSM |
| | HR SPEC | RECRUITER/RETENTION | DRILL SGT | BN/BDE PERS SGT | ASST CMDT NCOA | SSICSM |
| | | SQUAD LEADER | INSTRUCTOR | CAREER ADVISOR | BR/DIV NCOIC | AGSCHCSM/RGMT CSM |
| | | ASST HR SGT | O/C J RTC/NTC | DETACHMENT SGT | FIRST SGT | NCOA CMDT |
| | | | PLATOON SGT | EO ADVISOR | JOINT ASSGMT | PSB CSM |
| | | | RECRUITER | IGNCO | MPR/FDEVSGT | RECEPTION BN CSM |
| | | | SECT NCOIC | INSTRUCTOR/SGL | OPNS SGT PSB | DA SGM |
| | | | | JOINT ASSGMT | SR CAREER ADV | MACOM G1SGM |
| | | | | MPR/FDEVSGT | | HRC BRANCH SGM |
| | | | | SR O/C J RTC/NTC | | G1AG/MPD SGM |
| | | | OPNS SGT | | CH, MPR/FDEV | |
| | | | PLATOON SGT | | | |
| | | | RECRUITER | | | |
| | | | SR DRILL SGT | | | |
| | | | WRITER/DEVELOPER | | | |
| INSTITUTIONAL TRAINING | BCT/AIT PLDC | BNCOC | ANCOC | | SERGEANTS MAJOR COURSE | |
| RECOMMENDED NCOES-RELATED COURSES | PRIOR TO PLDC | PRIOR TO BNCOC | PRIOR TO ANCOC | | PRIOR TO SMC | |
| | English Composition | Comm Skills | Principles of Management | | Research Techniques (Statistics) | |
| | Basic Mathematics | Pers Supervision | Organizational Behavior | | Human Resource Management | |
| | Computer Literacy | Behavioral Science | Information Systems Management | | | |
| | | Speed Reading (LC) | Technical Writing | | | |
| | | RECOMMENDED | Battle Staff NCO Course | | 1SG Course | |
| | Recommended Reading Standard: 10 | Recommended Reading Standard: 11.5 | Recommended Reading Standard: 12.5 | | Recommended Reading Standard: 12.9 | |
| | ← | | Achieve Army Writing Standard * | | | → |
| RECOMMENDED CMF-RELATED COURSES AND ACTIVITIES | SKILL LEVEL 10 | SKILL LEVEL 20 | SKILL LEVEL 30 | SKILL LEVEL 40 | SKILL LEVEL 50 | |
| | Fundamentals of English | English Composition II | Speech | Statistics | Behavioral Science | |
| | Intro to Data Processing | Computer Literacy | Supervisory Mgmt | Applied Mgmt | Public Relations | |
| | Business Math | Intro to Business | Computer Operations | Creative Writing | Business Communications | |
| | ACCP for 71L | Algebra | Algebra | Database Mgmt | Organizational Effectiveness | |
| | ACCP for 75B, H, F | Principles of Mgmt | Educational Psychology | Political Science | Logic | |
| | *Begin Recommended | Fundamentals of | Psychology of learning | Office Automation | | |
| | Professional Reading | Education | ACCP: Advanced level | World Geography | | |
| | List | ACCP: Basic Level | Sustainment Tng Crs | | | |
| | | Sustainment Tng Crs | | | | |
| RECOMMENDED CMF-RELATED CERTIFICATION OR DEGREE GOAL | AA/AS in: Liberal Arts, Management or Business (Any Specialty), English, Computer Science, Public Relations, Economics, Marketing, Behavioral Science, Educational System Tech | | | BA/BS in: Liberal Arts, Management or Business (Any Specialty), English, Computer Science, Public Relations, Economics, Marketing, Behavioral Science, Educational System Technology | | |
| | BY THE 10th YEAR OF SERVICE | | | BY THE 16th YEAR OF SERVICE | | |





ADJUTANT GENERAL'S CORPS



MOS 42L - Description

MOS 42L is responsible for providing technical expertise and administrative support at every echelon of command across the Department of Defense (DOD). These positions range from battalion to MACOM, Army Staff, Joint Staff and DOD agencies. Major responsibilities of administrative NCOs include:

- Inspecting, training, improving, and providing technical oversight for all aspects of administrative operations.
- Planning and organizing all administrative policies and procedures.
- Maintaining classified documents/containers, managing correspondence, publications, files, postal operations, and distribution.

Chief/Senior, Administrative Sergeant/Supervisor-42L5



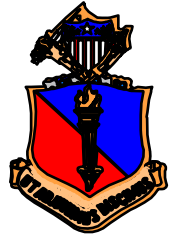
Supervises performance of administrative functions and sections or similar elements at division, comparable, or higher level headquarters. Inspects subordinate units and makes recommendation for elimination of deficiencies or improvement of administrative operations.





ADJUTANT GENERAL'S CORPS

MOS 42L - Career Enhancing Assignments



MOST CHALLENGING ASSIGNMENTS (MSG/1SG):

- First Sergeant
- Assistant Commandant, NCOA
- Series Chief, Army Service School
- Postal Supervisor/Inspector (ASI F4)
- Security Management NCO (see next slide)
- AC/RC Advisor (Title XI)
- Senior Administrative Sergeant (Chief/Supervisor)
- Operations Coordinator (Attaché Office)

CHALLENGING ASSIGNMENTS (MSG/1SG):

- Admin NCO at MACOM, DOD, Joint or Army Staff
- Attache NCO
- Brigade Operations Sergeant
- Chief Courier
- Equal Opportunity Advisor
- Inspector General NCO
- ROTC Duty
- Senior Professional Development NCO/Advisor
- SGS/Protocol NCO

PROMOTION ENHANCING ASSIGNMENTS AT PREVIOUS GRADES:

- Detachment Sergeant
- Drill Sergeant
- Recruiter
- Platoon Sergeant
- Small Group Leader - NCO Academy

PROMOTION ENHANCING ASSIGNMENTS AT

PREVIOUS GRADES (CONT):

- Instructor - Army Service School
- Writer/Developer - Army Service School
- S1 Personnel Sergeant (PAC Supervisor)
- MEPCOM Operations Sergeant
- Career Mgmt NCO/Professional Dev. NCO
- Observer/Controller JRTC/NTC
- Executive Administrative Assistant (ASI E3)

PROMOTION ENHANCING TRAINING - 42L:

- Executive Administrative Assistant (ASI E3)
- Attaché Administrative Support Course (ASI E4)
- Postal Supervisor/Operations Course (ASI F4/F5)
- Battle Staff Course (ASI 2S)
- First Sergeant Course (SQI M)

| ASI | E3/E4, F4/F5, 2S |
|-----|------------------|
|-----|------------------|

| SOI | M |
|-----|---|
|-----|---|

QUICK REFERENCE CHART

| | |
|-----|-----|
| TDA | 92% |
|-----|-----|

| | |
|-----|----|
| TOE | 8% |
|-----|----|

| | |
|------|-----|
| INST | N/A |
|------|-----|

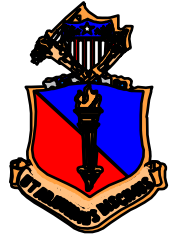
| | |
|----|-----|
| DS | N/A |
|----|-----|

| | |
|------|-----|
| RECR | N/A |
|------|-----|





ADJUTANT GENERAL'S CORPS

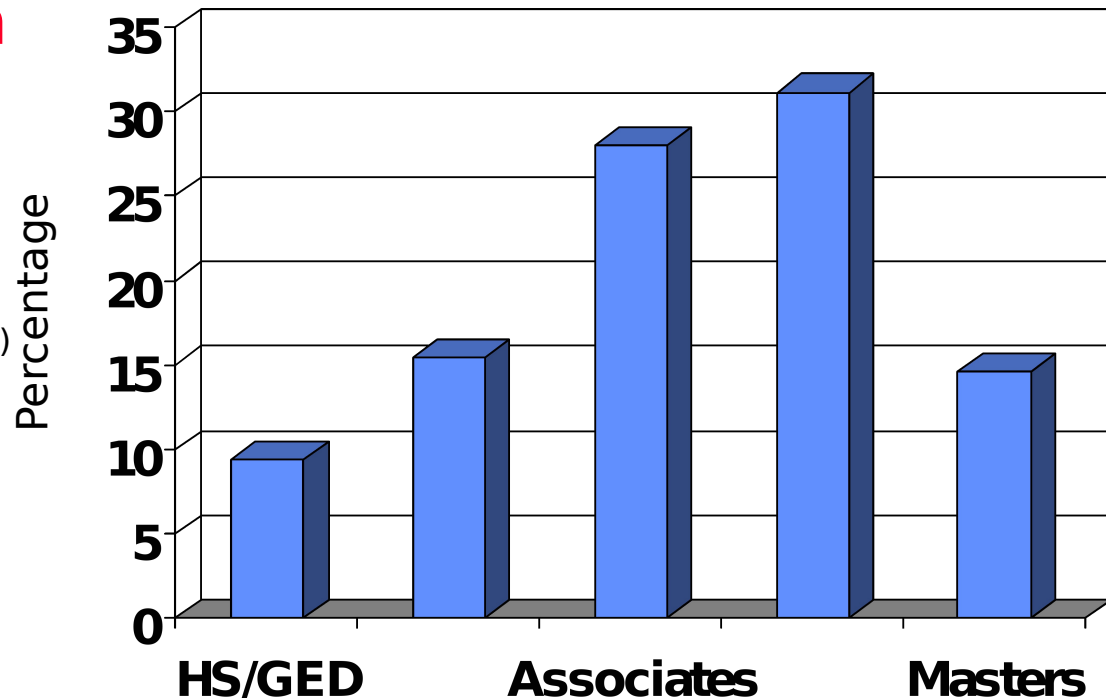


MOS 42L - Education

- USASMA
- ANCOC
- Executive Administrative Assistant (ASI E3)
- Attaché Administrative Support Course (ASI E4)
- Postal Supervisor Course (ASI F4)
- Battle Staff Course (ASI 2S)
- First Sergeant Course (SQI M)

Civilian education by itself does not determine promotion potential, however it is a good indicator of an NCOs desire to excel and professionally develop themselves as leaders. When reviewing civilian education attention should also be given to the demands of the job that NCOs have held.

The Career Development Model recommends AA/AS by the 10th year of service and a BA/BS by the 16th year of service.



Civilian education levels for Skill Level 5 :

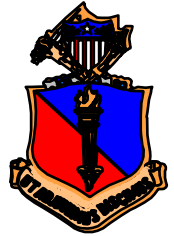
- 14.6% Master's Degree
- 31.1% Bachelor's Degree
- 28.0% AA Degree
- 15.4% 2 yrs college (60 SH)
- 9.4% HS diploma or equivalent
- 0.8% non HS grad





ADJUTANT GENERAL'S CORPS

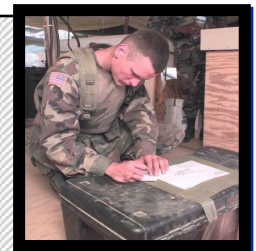
MOS 42L - Unique Characteristics



- ✓ **TOE VS. TDA ASSIGNMENTS:** Senior NCOs serving in MOS 42L may have a significant amount of time in TDA units. At the rank of SSG, 86% of 42L positions are in TDA units, 83% of all SFC positions are in TDA units and 92% of all MSG/1SG positions are in TDA units. NCOs should not be penalized for serving in TDA only positions at the senior NCO grades.
- ✓ **POSTAL NCO/SUPERVISOR (ASI F4/F5):** These positions are found predominately in the TOE/MTOE environment. The majority of authorizations are overseas (63%). These duties are performed in a high-stress, fast paced, and often deployed environment.
- ✓ **SPECIAL DUTY ASSIGNMENTS:** Many 42L duty assignments are in non-troop leading Special Management Commands (i.e. ROTC, MACOM, Joint Staff, Attaché, DIA, etc.). Drill Sergeant, Recruiter, EO Advisor, AC/RC and Instructor positions are limited. Additionally, many 42L First Sergeant assignments are found in the Military Entrance Processing Command (MEPCOM). 1SG's in MEPCOM operate independently from higher headquarters and perform troop leading duty with the other services of the Department of Defense. Those who have performed successfully have demonstrated exceptional duty performance.
- ✓ **SECURITY MANAGEMENT NCOs/COURIERS:** NCOs serving in special security management positions within DOD and Joint agencies that have a requirement for TS/SCI must maintain exceptional standards of personal and professional conduct. These positions include personnel security requirements, information security requirements, and physical security requirements. The tremendous level of responsibility inherent in these positions should be considered positively during board deliberations.

| | DRILL SGT AUTHS | RECRUITER AUTHS | INSTRUCTOR AUTHS | EOA AUTHS | 1SG AUTHS | |
|-----|--------------------|--------------------|---------------------|--------------|--------------|----|
| SSG | 79 (8.1%) | | 214 (22.0%) | 7 (7.1%) | NA | NA |
| SFC | 36 (4.9%) | | 0 (0.0%) | 5 (6.8%) | 107 (14.5%) | NA |
| MSG | NA | NA | NA | 23 (11.2%) | 67 (33%) | |

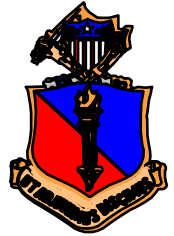
(x.x%) = Percent of authorizations for that grade based on total authorizations



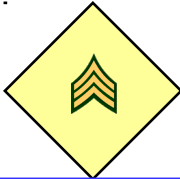


ADJUTANT GENERAL'S CORPS

Typical Career Patterns - MOS 42L



This slide does not prioritize jobs based on difficulty, challenges, or risk. This slide is provided to give an overall picture of typical jobs held by soldiers in this MOS at all ranks.



STAFF
Admin Sp
Exec Admin
Asst(E3)
Postal Sp(F5)
SGS/Protocol
Staff (G1-G6)
SPECIAL
CPL Recruiter

LEADERSHIP
SOD/TM Ldr
STAFF
Admin Sp
Exec Adm Asst (E3)
Postal Sp (F5)
Section Ldr
Staff (G1-G6)
SPECIAL
MEPCOM Assignment
Recruiter

LEADERSHIP
Drill Sergeant
Instructor, Svc School
Postal Supervisor(F4)
SGL, NCOA
Squad Leader
STAFF
Admin NCO, Joint/
DOD/MACOM
Exec. Admin Asst(E3)
S1 HR Sgt
Section Supv
Security Mgmt NCO
SGS/Protocol
SPECIAL
MEPCOM Assignment
Recruiter (detailed)
ROTC Duty
Writer/Developer

LEADERSHIP

Course Director, AIT
Detachment Sergeant
Instructor, Svc School
Platoon Sergeant
Postal Supervisor(F4)
SGL, NCOA
Sr Drill Sergeant

STAFF

Joint/DOD Agencies
MACOM HQS
Operations Sergeant
Security Mgmt NCO
SGS/Protocol
S1 HR Sergeant

SPECIAL

Attaché Duty(E4)
AC/RC Advisor
Career Mgmt NCO/
Advisor
Courier
EO Advisor
Inspector General
MEPCOM Assignment
OC - JRTC/NTC
Professional Dev. NCO
Recruiter (detailed)
ROTC Duty
Writer/Developer

LEADERSHIP

Asst CMTD, NCOA
First Sergeant
Postal Supervisor (F4)
Series Tng Chief, AIT

STAFF

Branch/Division NCOIC
Ch, Admin Supervisor
Joint/DOD Agencies/
MACOM HQS

Operations Sergeant
Postal Inspector
Security Mgmt NCO
SGS/Protocol

SPECIAL

AC/RC Advisor
CH, Courier
EO Advisor
Inspector General
Operations Coord (Attaché)
Sr. Professional Dev. NCO

LEADERSHIP

HRC CSM
SSI CSM
AG School CSM
NCOA CMTD
MEPCOM CSM
Garrison/ASG
CSM
BN CSM

STAFF

HRC, Branch
SGM
DPCA SGM
SGS SGM
OPNS SGM

SPECIAL

EO SGM
IG SGM

ASIs:

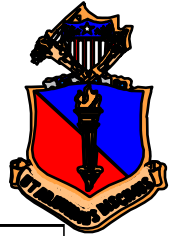
E3 - Executive Admin
Asst
E4 - Attaché Support
F4 - Postal Supervisor
F5 - Postal Operations
2S - Battle Staff Opns



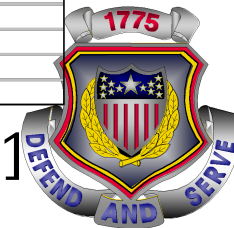


ADJUTANT GENERAL'S CORPS

MOS 42L - Career Progression Plan

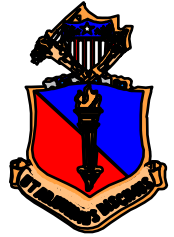


| RANK SKILL LEVEL | PVT-SPC SL 1 | SGT SL 2 | SSG SL 3 | SFC SL 4 | MSG/1SG SL 5 | SGM/CSM SL 5 |
|---|--|---------------------------------------|---------------------------------------|---|---------------------------------------|------------------|
| RECOMMENDED DUTY ASSIGNMENTS | ADMIN SPEC | ADMIN SGT | EXEC ADMIN ASST | AC/RC ADVISOR | AC/RC ADVISOR | SSI CSM |
| | ASST TEAM LDR | EXEC ADMIN ASST | DRILL SGT | ADMIN SUPV | ASST CMDT NCOA | AG SCH /RGMT CSM |
| | EXEC ADMIN ASST | SQUAD LDR | INSTRUCTOR | CAREER ADVISOR | BR/DIV NCOIC | NCOA CMDT |
| | POSTAL CLERK | TEAM LDR | PLT SGT | DETACHMENT SGT | CH, ADMIN SUPV | IMA CSM |
| | | | POSTAL SGT | EO ADVISOR | FIRST SGT | BDE CSM |
| | | | RECRUITER/RETENTION | IG NCO | SGS CH, ADMIN SUPV | SPT BN CSM |
| | | | SECT NCOIC | INSTRUCTOR/SGL | | RECEPTION BN CSM |
| | | | | POSTAL PLT SGT | | CH, PROTOCOL SGM |
| | | | | POSTAL SUPV | | DPCA SGM |
| | | | | RECRUITER | | SR ADMIN SUPV |
| | | | SGS NCOIC | | | |
| | | | SR DRILL SGT | | | |
| | | | OPS SGT | | | |
| INSTITUTIONAL TRAINING | BCT/AIT PLDC | BNCOC | ANCOC | | SERGEANTS MAJOR COURSE | |
| RECOMMENDED NCOES-RELATED COURSES | PRIOR TO PLDC | PRIOR TO BNCOC | PRIOR TO ANCOC | | PRIOR TO SMC | |
| | English Composition | CommSkills | Principles of Management | | Research Techniques (Statistics) | |
| | Basic Mathematics | Pers Supervision | Organizational Behavior | | Human Resource Management | |
| | Computer Literacy | Behavioral Science | Information Systems Management | | | |
| | | Speed Reading (LC) | Technical Writing | | | |
| | | | | RECOMMENDED | | |
| | | | Battle Staff NCO Course | | 1SG Course | |
| | Recommended Reading Standard: 10 | Recommended Reading Standard: 11.5 | Recommended Reading Standard: 12.5 | | Recommended Reading Standard: 12.9 | |
| | ← Achieve Army Writing Standard * → | | | | | |
| RECOMMENDED CMF-RELATED COURSES AND ACTIVITIES | SKILL LEVEL 10 | SKILL LEVEL 20 | SKILL LEVEL 30 | SKILL LEVEL 40 | SKILL LEVEL 50 | |
| | Fundamentals of English | English Composition II | Speech | Statistics | Behavioral Science | |
| | Intro to Data Processing | Computer Literacy | Supervisory Management | Applied Management | Public Relations | |
| | Business Math | Intro to Business | Computer Operations | Creative Writing | Business Communications | |
| | ACCP for 71L | Algebra | Algebra | Database Management | Organizational Effectiveness | |
| | ACCP for 75B, H, F | Principles of Mgt | Educational Psychology | Political Science | Logic | |
| | *Begin Recommended Professional Reading List | Fundamentals of Education | | Office Automation | | |
| | | | | World Geography | | |
| RECOMMENDED CMF-RELATED CERTIFICATION OR DEGREE GOAL | AA/AS in: Liberal Arts, Management or Business (Any Specialty), English, Computer Science, Public Relations, Economics, Marketing, Behavioral Science, Educational SystemTech, Human Resources Admin/Management | | | BA/BS in: Liberal Arts, Management or Business (Any Specialty), English, Computer Science, Public Relations, Economics, Marketing, Behavioral Science, Educational SystemTechnology, Human Resources Admin/Management | | |
| | BY THE 10th Y EAR OF SERVICE | | | BY THE 16th Y EAR OF SERVICE | | |





ADJUTANT GENERAL'S CORPS



MOS 42A & 42L

Promotion Potential Indicators



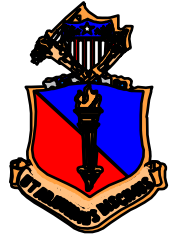
The following indicators should be considered when evaluating promotion potential for AG Corps NCOs to the grade of SGM:

- Selected for, currently attending, or graduated from the U.S. Army Sergeants' Major Academy.
- Strong NCOERs reflecting outstanding duty performance and potential in a variety of assignments.
- Exceeded NCOES course standards (Honor Graduate, Commandant's List, Distinguished Leader Award).
- Served successfully in one of the most challenging duty assignments. Served successfully in a SGM position supported by superior NCOER.
- Demonstrated knowledge and technical proficiency in automated systems and equipment.
- Received distinguished recognition (NCO/Drill Sgt/Recruiter of the Year, Sergeant Audie Murphy Club, Sergeant Morales Club, etc.).
- Maintains high physical fitness standards and consistent compliance with height and weight standards.
- Consistently seeks continuous learning opportunities through military courses (Airborne, MFT, Air Assault, etc.) and civilian educational opportunities.
- Demonstrates high standards of conduct and adherence to the Army values and Warrior Ethos.





ADJUTANT GENERAL'S CORPS



Command Sergeant Major - 00Z **Selection Potential Indicators**



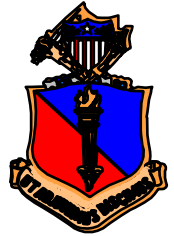
The following indicators should be considered when evaluating selection potential for AG Corps NCOs to the grade of CSM: (in addition to those on previous page)

- Strong performance in at least one of the **most** challenging jobs for their MOS. Duty performance as a First Sergeant is highly indicative of an individual's potential.
- Strong troop-leading time through progressively higher levels of responsibility, e.g. Drill Sergeant, Postal Supervisor, Platoon Sergeant, Detachment Sergeant, First Sergeant. Strong senior rater comments on potential for troop-leading assignments and appointment to CSM.
- Variety of assignments with TO&E and TDA mixture. 42Ls may not have as much TO&E time as 42A because of the authorization mixture for the MOS.
- Exceptional leadership skills as indicated on by bullet comments on NCOERs and AERs from Army service schools.
- Demonstrated an ability to promote synergy and teamwork throughout their assignments as evidenced
by comments on NCOERs.





ADJUTANT GENERAL'S CORPS



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Approved for release: 1 May 2005

**/ORIGINAL SIGNED/
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CSM, USA
Regimental CSM**

**/ORIGINAL SIGNED/
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COL, AG
Chief of the Corps**

